

**IT IS THE VENDOR'S RESPONSIBILITY TO CHECK
FOR ADDENDUMS PRIOR TO SUBMITTING PROPOSALS**

**NOTICE TO BIDDERS
SPECIFICATION NO. 06-301**

The City of Lincoln intends to purchase and invites you to submit a sealed bid for:

**PREVENTATIVE MAINTENANCE SERVICES
FOR AUTOMOBILES AND LIGHT TRUCKS**

**MEETING OR EXCEEDING THE CITY OF LINCOLN'S
SPECIFICATIONS ATTACHED**

Sealed bids will be received by the City of Lincoln, Nebraska on or before **12:00 noon Wednesday, October 18, 2006** in the office of the Purchasing Agent, Suite 200, K Street Complex, Southwest Wing, 440 South 8th Street, Lincoln, Nebraska 68508. Bids will be publicly opened and read at the K Street Complex. **Bids may be downloaded from the City's website at www.lincoln.ne.gov (Keyword: bid) Prospective bidders must monitor the City website, for any addendums.**

Bidders should take caution if U.S. mail or mail delivery services are used for the submission of bids. Mailing should be made in sufficient time for bids to arrive in the Purchasing Division, prior to the time and date specified above. **Fax or e-mail bids are not acceptable. Bid response must be in a sealed envelope, with the company name Specification number noted on the outside.**

COMPANY NAME _____

**PROPOSAL
SPECIFICATION NO. 06-301**

BID OPENING TIME: 12:00 NOON

DATE: October 18, 2006

The undersigned bidder, having full knowledge of the requirements of the City of Lincoln and County of Lancaster for the below listed items and the contract documents (which include Notice to Bidders, Instructions to Bidders, this Proposal, Specifications, Contract, and any and all addenda) and all other conditions of the Proposal, agrees to sell to the City and the County the Below listed items for the performance of this Specification, complete in every respect, in strict accordance with the contract documents at and for unit prices listed below.

**THE ANNUAL REQUIREMENTS FOR:
PREVENTATIVE MAINTENANCE SERVICES
FOR
AUTOMOBILES AND LIGHT TRUCKS**

BIDDING SCHEDULE

<u>ITEM</u>	<u>ITEM DESCRIPTION</u>	Preventative Maintenance
1.	SUBCOMPACT AUTOMOBILES	\$ _____
2.	INTERMEDIATE AUTOMOBILES	\$ _____
3.	2WD COMPACT TRUCKS	\$ _____
4.	4WD COMPACT TRUCKS	\$ _____
5.	2WD STANDARD PICKUP TRUCKS: CHEV. C10/1500, FORD F150 CHEV. C20/2500, FORD F250 CHEV. C30/3500, FORD F350	\$ _____
6.	4WD STANDARD PICKUP TRUCKS: CHEV. K10/1500, FORD F150 CHEV. K20/2500, FORD F250 CHEV. K30/3500, FORD F350	\$ _____
7.	STANDARD VAN: FORD E150, OR EQUIVALENT FORD E250, OR EQUIVALENT FORD E350, OR EQUIVALENT	\$ _____
8.	SUVs	\$ _____
9.	Mini Vans 4wd, AWD & RWD	\$ _____

Company Name _____

10. List your service facilities within Lincoln, Nebraska, capable of performing the PM services:

1. _____ 2. _____
3. _____ 4. _____

11. Vehicle drivers may deliver vehicles to any of the facilities listed in 10., above: Yes____; No____.
If no, please explain limitations: _____

12. Indicate here the amount of time required to perform the PM services:
_____minutes (**not to exceed thirty [30] minutes**).

13. Indicate here the brands of products to be used for the PM services:
Lubrication products:_____.
Filter elements: _____.

BID SECURITY REQUIRED: No X

Contract Extension Renewal is an option: Yes____; No _____

TERM PRICE CLAUSE: BIDDER MUST STATE

- (a) Bid prices firm for the full contract period:____; or
(b) Bid prices subject to escalation/de-escalation:____.
(c) If (b), state period for which prices will remain firm:
Through_____.

INTER-LOCAL PURCHASING: The City/County desires to make available to other local government entities of the State of Nebraska, by mutual agreement with the successful bidder, and properly authorized interlocal purchasing agreements, the right to purchase the same services, at the prices quoted, for the period of this contract. Each bidder shall indicated on the Bid Form in the space provided below if he/she will honor Political Subdivision orders in accordance with the contract terms and conditions, in addition to orders from City of Lincoln/Lancaster County.

____YES ____NO

If "YES", Contract supplier or suppliers may honor pricing and extend the contract to political sub-divisions, cities and counties. Terms and conditions of the contract must be met by political sub-divisions, cities and counties. Under no circumstances shall the City of Lincoln/Lancaster County be contractually obligated or liable for any purchases by these political sub-divisions, cities or counties.

COMPANY REP responsible for the administration of this Agreement:

NAME: _____
TITLE: _____
PHONE NO._____

AFFIRMATIVE ACTION PROGRAM: Successful bidder will be required to comply with the provisions of the City's Affirmative Action Policy (Contract Compliance, Sec. 1.16). The Equal Opportunity Officer will determine compliance or non-compliance, upon a complete and substantial review of successful bidder's equal opportunity policies, procedures and practices.

The undersigned signatory for the bidder represents and warrants that he has full and complete authority to submit this proposal to the City, and to enter into a contract if this proposal is accepted.

RETURN 2 COMPLETE COPIES OF PROPOSAL AND SUPPORTING MATERIAL.
MARK OUTSIDE OF BID ENVELOPE:
SPEC. 06-301, AND COMPANY NAME AND ADDRESS

COMPANY NAME

BY (Signature)

STREET ADDRESS or P.O. BOX

(Print Name)

CITY, STATE ZIP CODE

(Title)

TELEPHONE

(Date)

E-MAIL ADDRESS

ESTIMATED DELIVERY DAYS (After
receipt of individual orders)

TERMS OF PAYMENT

Bids may be inspected in the Purchasing Division during normal business hours after tabulation and review by a Purchasing Agent. Bid tabulations can be viewed on our website at: lincoln.ne.gov Keyword: **Bid** The Intent to Award will be listed on the website when a recommendation is received from the Department.

**PREVENTATIVE MAINTENANCE SERVICES
FOR AUTOMOBILES AND LIGHT TRUCKS
Specification 06-301**

1. SCOPE OF AGREEMENT

- 1.1 It is the intent of this specification to describe the terms and conditions of a preventative maintenance (PM) service program for certain City-owned vehicles.
- 1.2 The vehicles to be serviced currently consist of 294 units, as follows:
 - 1.2.1 145 vehicles: subcompact and intermediate automobiles, and compact trucks.
 - 1.2.2 149 vehicles: standard size pickup trucks, vans and SUVs, under 11,000 GVW.
- 1.3 The term of the agreement shall be for one (1) year, beginning January 1, 2007, with options to renew for two (2) additional one (1) year terms.
 - 1.3.1 The City may cancel the agreement effective August 31 of any fiscal year for lack of appropriated funds.
 - 1.3.2 Either party may cancel the agreement at any time during the term thereof upon thirty (30) days written notice.

2. SCOPE OF WORK

- 2.1 The preventative maintenance levels of service and frequencies are as follows:
 - 2.1.1 Frequency of service:
 - 2.1.1.1 Every 4 mo.: Automobiles/compact trucks.
 - 2.1.1.2 Every 4 mo.: Std. trucks, vans, suburban.
 - 2.1.2 Service Requirements:
 - 2.1.2.1 Replace engine oil and filter using correct weight and API service rating
 - 2.1.2.2 Lubricate chassis and universal joints, and "CV" joints if applicable.
 - 2.1.2.2.1 Clean zerk fittings before adding lubricant.
 - 2.1.2.3 Check and fill fluids to proper levels: using correct fluids for individualized applications.
 - 2.1.2.3.1 Transmission
 - 2.1.2.3.2 Differentials
 - 2.1.2.3.3 Power Steering and radiator overflow tank.
 - 2.1.2.3.4 Clutch and Brake master cylinder reservoir.
 - 2.1.2.3.5 Windshield washer
 - 2.1.2.3.6 Battery
 - 2.1.2.3.7 4-Wheel drive transfer case
 - 2.1.2.4 Inspect for wear, proper operation, leaks, and note defects on service report and report defects to vehicle driver:
 - 2.1.2.4.1 Engine, air filter, drive belts
 - 2.1.2.4.2 Undercarriage
 - 2.1.2.4.3 Exhaust system
 - 2.1.2.4.4 Lights and turn signals
 - 2.1.2.5 Inflate tires to recommended pressure
 - 2.1.2.6 Vacuum interior
 - 2.1.2.7 Wash windows, inside and out
- 2.2 All materials used by the contractor shall be of a quality currently used commercially conforming to current engineering and manufacturing practices; and shall be free of defects which will adversely affect the function or appearance of the finished article.

- 2.2.1 Lubrication products shall be of the weight, viscosity and type recommended by the vehicle manufacturer, and shall conform to SAE and API service rating specifications as applies to each vehicle category.
 - 2.2.1.1 Bids will be accepted for the use of the following brand names only: Amoco, Valvoline, Havoline, Exxon, Chevron, Conoco, Mobil, Pennzoil, Phillips 66, Quaker State, Shell, Sun, Texaco and Gulf.
 - 2.2.1.2 No blended mixtures, re-brands or re-packaging of original brand name products will be accepted; and bids offering a private label brand shall not be considered.
- 2.2.2 All filter elements shall be of premium quality materials and construction by a nationally recognized manufacturer; and shall be of correct size and capacity as recommended by the vehicle manufacturer.
- 2.2.3 The same brand of materials shall be used at all locations to provide for consistent service and performance.
 - 2.2.3.1 Any substitutions of products indicated on the Proposal Form must be approved in advance by the Police Garage Manager.
- 2.3 Contractor shall be responsible for the proper disposal of used fluids, filters and other items in accordance with all current health and safety regulations.
- 2.4 The City reserves the right to spot check the quality of services performed and the compliance with specifications of products being used by the contractor; and may require the contractor to make necessary corrections to services and/or products at the Lincoln Police Garage, 635 J Street, Lincoln, Nebraska, during the term of the agreement.
- 2.5 Mileage reminder stickers should not be placed on vehicles.
- 2.6 Mileage reminder mailings should not be sent directly to individual City departments.
- 2.7 The contractor is encouraged to report any necessary repairs they discover to the vehicle driver; however, contractor should not request permission of the operator to perform services and repairs not outlined in the above service schedule.

3. INVOICES

- 3.1 Contractor shall prepare a service report itemizing the following information:
 - 3.1.1 Date of service
 - 3.1.2 City vehicle number
 - 3.1.3 City department
 - 3.1.4 Vehicle mileage
 - 3.1.5 Service charges
 - 3.1.6 Services performed
 - 3.1.7 All defects located as a result of inspections.
 - 3.1.8 The service report shall be signed by the City vehicle driver.
- 3.2 One copy of the service report shall be given to the vehicle driver immediately upon completion of the PM service.
 - 3.2.1 Contractor shall mail one copy of all service reports for the preceding month to the Police Garage Manager for review and payment.
 - 3.2.1.1 Mailing address is:

Lincoln Police Garage
635 J Street
Lincoln, NE 68508
Attn: Patrick Wenzl
 - 3.2.1.2 The monthly report must be received at the Police Garage before 12:00 noon of the fifth day of the following month.

4. AWARD OF BID

- 4.1 Submit your prices for the PM services on the attached proposal form.
- 4.2 In addition to price and other considerations pursuant to Section 2.18.030 of the Lincoln Municipal Code, the City will give consideration to the following factors in the award of bid:
 - 4.2.1 The number and locations of service facilities available throughout the City of Lincoln, in order to reduce City employees' travel time and expense.
 - 4.2.2 The time required to perform each PM service, to reduce the period during which vehicles are out of service.
 - 4.2.3 The quality of products to be used by the contractor for the PM services, to ensure reliable performance of the vehicles.

5. INSURANCE

- 5.1 Selected Vendor/Vendors shall be required to submit an Insurance Certificate of Accord which names the City of Lincoln as additional Insured with the following coverages before a contract will be signed:
 - 5.1.1 General Liability \$1,000,000.00/occurrence, \$2,000,000.00 aggregate
 - 5.1.2 Garage Keepers Liability \$ 100,000.00

INSTRUCTIONS TO BIDDERS

CITY OF LINCOLN, NEBRASKA

PURCHASING DIVISION

1. BIDDING PROCEDURE

- 1.1 Bidder shall submit one (1) complete set of the bid documents and all supporting material, unless otherwise stipulated. All appropriate blanks shall be completed. Any interlineation, alteration or erasure on the specification document shall be initialed by the signer of the bid. Bidder shall not change the proposal form nor make additional stipulations on the specification document. Any amplified or qualifying information shall be on the bidder's letterhead and firmly attached to the specification document.
- 1.2 Bid prices shall be submitted on the Proposal Form included in the bid document.
- 1.3 Bidders may submit a bid on an "all or none" or "lump sum" basis, but should also submit a quotation on an item-by-item basis. Bidding documents shall be clearly marked indicating the kind of proposal being submitted.
- 1.4 Any person signing a bid for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization.
- 1.5 Bids received after the time and date established for receiving bids will be rejected.
- 1.6 If bidding on a Construction Contract, the City of Lincoln's Standard Specifications for Municipal Construction 2006 shall apply.
 - 1.6.1 Bidders may obtain this document from the City's Design Engineering Division of Public Works & Utilities for a small fee.
 - 1.6.2 Said document can be reviewed at Design Engineering or the Purchasing Division.
 - 1.6.3 The Standard Conditions are available on the web site.
<http://www.lincoln.ne.gov/city/pworks/engine/doconst/standard/stdnspec/index.htm>

2. BIDDER'S SECURITY

- 2.1 Bid security, as a guarantee of good faith, in the form of a certified check, cashier's check, or bidder's bond, may be required to be submitted with this bid document, as indicated on the Proposal Form.
- 2.2 If alternates are requested, only one bid security will be required, provided the bid security is based on the amount of the highest gross bid.
- 2.3 Such bid security will be returned to the unsuccessful bidders when the award of bid is made.
- 2.4 Bid security will be returned to the successful bidder(s) as follows:
 - 2.4.1 For single order bids with specified quantities: upon the delivery of all equipment or merchandise, and upon final acceptance by the City.
 - 2.4.2 For all other contracts: upon approval by the City of the executed contract and bonds.
- 2.5 City shall have the right to retain the bid security of bidders to whom an award is being considered until either:
 - 2.5.1 A contract has been executed and bonds have been furnished.
 - 2.5.2 The specified time has elapsed so that the bids may be withdrawn.
 - 2.5.3 All bids have been rejected.
- 2.6 Bid security will be forfeited to the City as full liquidated damages, but not as a penalty, for any of the following reasons, as pertains to this specification document:
 - 2.6.1 If the bidder fails to deliver the equipment or merchandise in full compliance with the accepted proposal and specifications.
 - 2.6.2 If the bidder fails or refuses to enter into a contract on forms provided by the City, and/or if the bidder fails to provide sufficient bonds or insurance within the time period as established in this specification document.

3. BIDDER'S REPRESENTATION

- 3.1 Each bidder by signing and submitting a bid, represents that the bidder has read and understands the specification documents, and the bid has been made in accordance therewith.
- 3.2 Each bidder for services further represents that the bidder has examined and is familiar with the local conditions under which the work is to be done and has correlated the observations with the requirements of the bid documents.

4. CLARIFICATION OF SPECIFICATION DOCUMENTS

- 4.1 Bidders shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of the specification documents.

- 4.2 Bidders desiring clarification or interpretation of the specification documents shall make a written request which must reach the Purchasing Agent at least five (5) calendar days prior to the date and time for receipt of bids.
- 4.3 Changes made to the specification documents will be made by written addenda to all known prospective bidders.
- 4.4 Oral interpretations or changes to the Specification Documents made in any other manner, will not be binding on the City; and bidders shall not rely upon such interpretations or changes.

5. ADDENDA

- 5.1 Addenda are additional documents issued by the City to prospective Bidders prior to the closing date for receipt of bids, which are intended to change or clarify the original plans and/or specifications, i.e. additions, deletions, modifications, or explanations.
- 5.2 Addenda will be mailed or delivered to all who are known by the City to have received a complete set of specification documents.
- 5.3 Copies of addenda will be made available for inspection at the office of the Purchasing Agent.
- 5.4 No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of bids, except an addendum withdrawing the invitation to bid, or an addendum which includes postponement of the bid.
- 5.5 Bidders shall ascertain prior to submitting their bid that they have received all addenda issued, and they shall acknowledge receipt of addenda on the proposal form.

6. ANTI-LOBBYING PROVISION

- 6.1 During the period between the bid advertisement date and the contract award, bidders, including their agents and representatives, shall not lobby or promote their bid with any member of the City Council or City Staff.

7. BRAND NAMES

- 7.1 Wherever in the specifications or proposal form brand names, manufacturer, trade name, or catalog numbers are specified, it is for the purpose of establishing a grade or quality of material only; and the term "or equal" is deemed to follow.
- 7.2 It is the bidder's responsibility to identify any alternate items offered in the bid, and prove to the satisfaction of the City that said item is equal to, or better than, the product specified.
- 7.3 Bids for alternate items shall be stated in the appropriate brand on the proposal form, or if the proposal form does not contain blanks for alternates, bidder MUST attach to the specification documents on Company letterhead a statement identifying the manufacturer and brand name of each proposed alternate, plus a complete description of the alternate items including illustrations, performance test data and any other information necessary for an evaluation. The bidder must indicate any variances by item number from the specification document no matter how slight. Bidder must fully explain the variances from the specification document, since brochure information may not be sufficient.
- 7.4 If variations are not stated in the proposal, it will be assumed that the item being bid fully complies with the City's specifications.

8. DEMONSTRATIONS/SAMPLES

- 8.1 Bidders shall demonstrate the exact item(s) proposed within seven (7) calendar days from receipt of such request from the City.
- 8.2 Such demonstration can be at the City delivery location or a surrounding community.
- 8.3 If the bidder is proposing an alternate product, the City may request a sample of the exact item. Samples will be returned at bidder's expense after receipt by the City of acceptable goods. Bidders must indicate how samples are to be returned.

9. DELIVERY (Non-Construction)

- 9.1 Each bidder shall state on his proposal form the date upon which he can make delivery of all equipment or merchandise.
- 9.2 The City reserves the right to cancel orders, or any part thereof, without obligation, if delivery is not made within the time(s) specified on the proposal form.
- 9.3 All bids shall be based upon **inside** delivery of the equipment/ merchandise F.O.B. the City at the location specified by the City, with all transportation charges paid.
- 9.4 At the time of delivery, a designated City of Lincoln/Lancaster County employee will sign the invoice/packing slip. The signature will only indicate that the order has been received and the items actually delivered agree with the delivery invoice. This

signature does not indicate all items met specifications, were received in good condition and/or that there is not possible hidden damage or shortages.

10. WARRANTIES, GUARANTEES AND MAINTENANCE

- 10.1 Copies of the following documents must accompany the bid proposal for all items being bid:
 - 10.1.1 Manufacturer's warranties and/or guarantees.
 - 10.1.2 Bidder's maintenance policies and associated costs.
- 10.2 As a minimum requirement of the City, the bidder will guarantee in writing that any defective components discovered within a one (1) year period after the date of acceptance shall be replaced at no expense to the City. Replacement parts of defective components shall be shipped at no cost to the City. Shipping costs for defective parts required to be returned to the bidder shall be paid by the bidder.

11. ACCEPTANCE OF MATERIAL

- 11.1 All components used in the manufacture or construction of materials, supplies and equipment, and all finished materials, shall be new, the latest make/model, of the best quality, and the highest grade workmanship.
- 11.2 Material delivered under this proposal shall remain the property of the bidder until:
 - 11.2.1 A physical inspection and actual usage of this material is made and found to be acceptable to the City; and
 - 11.2.2 Material is determined to be in full compliance with the specifications and accepted proposal.
- 11.3 In the event the delivered material is found to be defective or does not conform to the specification documents and accepted proposal, then the City reserves the right to cancel the order upon written notice to the bidder and return materials to the bidder at bidder's expense.
- 11.4 Successful bidder shall be required to furnish title to the material, free and clear of all liens and encumbrances, issued in the name of the City of Lincoln, Nebraska, as required by the specification documents or purchase orders.
- 11.5 Selling dealer's advertising decals, stickers or other signs shall not be affixed to equipment. Vehicle mud flaps shall be installed blank side out with no advertisements. Manufacturer's standard production forgings, stampings, nameplates and logos are acceptable.

12. BID EVALUATION AND AWARD

- 12.1 The signed bid proposal shall be considered an offer on the part of the bidder. Such offer shall be deemed accepted upon issuance by the City of purchase orders, contract award notifications, or other contract documents appropriate to the work.
- 12.2 No bid shall be modified or withdrawn for a period of ninety (90) calendar days after the time and date established for receiving bids, and each bidder so agrees in submitting the bid.
- 12.3 In case of a discrepancy between the unit prices and their extensions, the unit prices shall govern.
- 12.4 The bid will be awarded to the lowest responsible, responsive bidder whose proposal will be most advantageous to the City, and as the City deems will best serve its requirements.
- 12.5 The City reserves the right to accept or reject any or all bids; to request rebids; to award bids item-by-item, with or without alternates, by groups, or "lump sum"; to waive minor irregularities in bids; such as shall best serve the requirements and interests of the City.
- 12.6 In order to determine if the Bidder has the experience, qualifications, resources and necessary attributes to provide the quality workmanship, materials and management required by the plans and specifications, the Bidder may be required to complete and submit additional information as deemed necessary by the City. Failure to provide the information requested to make this determination may be grounds for a declaration of non-responsive with respect to the Bidder.
- 12.7 The City reserves the right to reject irregular bids that contain unauthorized additions, conditions, alternate bids, or irregularities that make the Bid Proposal incomplete, indefinite or ambiguous.

13. INDEMNIFICATION

- 13.1 The bidder shall indemnify and save harmless the City of Lincoln, Nebraska from and against all losses, claims, damages, and expenses, including, attorney's fees arising out of or resulting from the performance of the contract that results in bodily injury, sickness, disease, death, or to injury to or

destruction of tangible property, including the loss of use resulting therefrom and is caused in whole or in part by the Bidder, any subcontractor, any directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. This section will not require the Bidder to indemnify or hold harmless the City of Lincoln for any losses, claims damages, and expenses arising out of or resulting from the sole negligence of the City of Lincoln, Nebraska.

- 13.2 In any and all claims against the City or any of its members, officers or employees by an employee of the bidder, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose acts made by any of them may be liable, the indemnification obligation under paragraph 13.1 shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the bidder or any subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

14. TERMS OF PAYMENT

- 14.1 Unless stated otherwise, the City will begin processing payment within thirty (30) calendar days after all labor has been performed and all equipment or other merchandise has been delivered, and all such labor and equipment and other materials have met all contract specifications.

15. LAWS

- 15.1 The Laws of the State of Nebraska shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached as a result of this process.
- 15.2 Bidder agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, copyrights, patents and patent rights.

16. AFFIRMATIVE ACTION

- 16.1 The City of Lincoln-Lancaster County Purchasing Division provides equal opportunity for all bidders and encourages minority businesses and women's business enterprises to participate in our bidding process.

17. LIVING WAGE

- 17.1 The bidders agree to pay all employees employed in the performance of this contract, a base wage of not less than the City Living Wage per section 2.81 of the Lincoln Municipal Code. This wage is subject to change every July.

18. EXECUTION OF AGREEMENT

- 18.1 Depending on the type of service provided, one of the following three (3) methods will be employed. The method applicable to this contract will be checked below:
 - ☐ a. This Contract shall consist of a **PURCHASE ORDER** and a copy of the suppliers signed bid (or referenced bid number) attached and that the same, in all particulars, becomes the agreement and contract between the parties hereto: that both parties thereby accept and agree to the terms and conditions of said bid documents, and that the parties are bound thereby and the compensation to be paid the Supplier is as set forth in the Supplier's Bid. Items not awarded, if any, have been deleted.
 - ☒ b. The contract shall consist of a **YEARLY AGREEMENT** and a copy of the suppliers signed bid attached and that the same, in all particulars, becomes the agreement and contract between the parties hereto. That both parties thereby accept and agree to the terms and conditions of said bid documents, and that the parties are bound thereby and the compensation to be paid the Supplier is as set forth in the Suppliers' Bid. Items not awarded, if any, have been deleted.
 - ☐ c. Three (3) copies of the **CONTRACT**, unless otherwise noted.
 - 1. City will furnish three (3) copies of the Contract to the successful Bidder who shall prepare attachments as required. Insurance as evidenced by a Certificate of Insurance, surety bonds properly executed, and Agreement signed with the date of signature shall be attached.
 - 2. The prepared documents shall be delivered to the City within 10 days (unless otherwise noted).
 - 3. The City will sign the Contract Agreement, insert the date of signature at the beginning of the Contract Agreement, prepare an Executive Order to go the Mayor for signature.
 - 4. Upon approval and signature from the Mayor, the City will return one copy to the Contractor.

SPECIAL PROVISIONS FOR COMMODITY TERM CONTRACTS

CITY OF LINCOLN, NEBRASKA PURCHASING DIVISION

1. ESTIMATED QUANTITIES

- 1.1 The quantities set forth in the specification document are approximate and represent the estimated requirements of the City for the contract period.
- 1.2 Items listed may or may not be inclusive of City requirements for this category.
- 1.3 Category items not listed, but distributed by bidder are to be referred to as kindred items. Kindred items shall receive the same percentage of discount or pricing structure as items listed in the specification document.
- 1.4 The unit prices and the extended total prices shall be used only as a basis for the evaluation of bids. The actual quantity of materials necessary may be more or less than the estimates listed in the specification document, but the City shall be neither obligated nor limited to any specified amount. The City will, if possible, restrict increases/decreases to 20% of the estimated quantities listed in the specification document.

2. CONTRACT PERIOD

- 2.1 The material shall be delivered as ordered during the contract period, beginning from the date of contract and ending one (1) year from that date, or as otherwise indicated on the proposal form.
- 2.2 The City is interested in a one (1) year contract, with the option to renew for no more than **two** (2) additional one (1) year renewals. Bidder must indicate on the proposal form if extension renewals are an option. By mutual consent of both parties it is understood and agreed that the contract may be renewed only at the same prices and/or under the same conditions governing the original contract; and any request for an increase in price or a change in the contract conditions shall be interpreted as a request not to renew the contract at the end of the current contract period.

3. BID PRICES

- 3.1 Bidders must state on the proposal form if the bid prices will remain firm for the full contract period; or if the bid prices will be subject to escalation/de-escalation.
- 3.2 **Escalation/De-escalation Clause:** In the event that prevailing market conditions warrant an adjustment in bid prices contained in the contract, the following escalation/de-escalation clause shall be the only clause applicable or acceptable to the City:
 1. Contractor shall give written notice to the Purchasing Agent of any proposed changes from contract prices not less than thirty (30) calendar days prior to the effective date of said price changes.
 2. Such notice must be accompanied by a certified copy of the supplier's advisory or notification to the contractor of price changes.
 3. No price escalation will be authorized in excess of the amount of the increase referred to on the supplier's notice.
 4. The approved price change shall be honored for all orders received by the contractor after the effective date of such price change.
 5. Approved price changes are not applicable to orders already issued and in process at time of price change.
 6. The City reserves the right to audit and/or examine any pertinent books, documents, papers, records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.

7. The Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interests of the City.
8. If in the opinion of the Purchasing Agent any proposed increase is found unacceptable, the Purchasing Agent reserves the right to cancel the contract upon thirty (30) calendar days written notice.
9. Contractors must tie any price change clause to an industry-wide or otherwise nationally recognized index, or some other form of verifiable document. Contractor will put the Purchasing Agent on the mailing lists for such publication so that the Purchasing Agent can monitor said changes. Such membership will be at no cost to the City.

4. CONTRACT AWARD NOTIFICATION

- 4.1 The Purchasing Division will issue a Contract Award Notification to all successful bidders. Such contract award notification will incorporate the City's specifications, and may incorporate the bidder's specifications.
- 4.2 No action need be taken by the contractors at time of receipt of such Contract Award Notification.
- 4.3 Orders for materials will be made as needed by the various City Departments.

5. QUARTERLY REPORT

- 5.1 The contractor shall provide to the Purchasing Agent a quarterly report, showing all purchases made under the terms and conditions of the contract.
- 5.2 Such quarterly report shall itemize the following information:
 1. Each ordering department.
 2. Items and quantities purchased by department.
 3. Total dollar amount of purchases by department

6. TERMINATION OF CONTRACT

- 6.1 This contract may be terminated by either party upon thirty (30) days prior notice in writing to the other party. The Owner may terminate this contract immediately, under breach of contract, if the Contractor fails to perform in accordance with the terms and conditions. In the event of any termination of contract by the Contractor, the Owner may purchase such supplies and/or services similar to those so terminated, and for the duration of the contract period the Contractor will be liable for all costs in excess of the established contract pricing.

**SAMPLE CONTRACT AGREEMENT
FOR
ANNUAL REQUIREMENTS FOR
PREVENTIVE MAINTENANCE SERVICES FOR
AUTOMOBILES AND LIGHT TRUCKS**

THIS CONTRACT, made and entered into this ____ day of _____, 200_____, by and between _____ hereinafter called the contractor, and the City of Lincoln, Nebraska, a municipal corporation, hereinafter called the City.

WITNESS, that:

WHEREAS, the City has caused to be prepared, in accordance with law, Specifications, Plans, and other Contract Documents for the Work herein described, and has approved and adopted said documents and has caused to be published an advertisement for and in connection with said Work, to-wit:

Annual Requirements for Preventative Maintenance Services for Cars and Light Trucks

and,

WHEREAS, the Contractor, in response to such advertisement, has submitted to the City, in the manner and at the time specified, a sealed Bid in accordance with the terms of said advertisement; and,

WHEREAS, the City, in the manner prescribed by law has publicly opened, read aloud, examined, and canvassed the Bids submitted in response to such advertisement, and as a result of such canvass has determined and declared the Contractor to be the lowest responsible bidder for the said Work for the sum or sums named in the Contractor's Bid, a copy thereof being attached to and made a part of this Contract;

EQUAL EMPLOYMENT OPPORTUNITY: In connection with the carrying out of this service, the contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, color, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other compensation; and selection for training, including apprenticeship.

NOW, THEREFORE, in consideration of the sums to be paid to the Contractor and the agreements herein contained, the Contractor and the City have agreed and hereby agree as follows:

The Contractor agrees to (a) furnish all tools, equipment, supplies, superintendent, transportation, and other accessories, services, and facilities; (b) furnish all materials, supplies, and equipment specified to be incorporated into and form a permanent part of the complete work; (c) provide and perform all necessary labor in a substantial and workmanlike manner and in accordance with the provisions of the Contract Documents; and (d) execute, construct, and complete all Work included in and covered by the City's/County award of this Contract to the Contractor, such award being based on the acceptance by the City of the Contractor's Bid, or part thereof, as follows:

The City agrees to pay to the Contractor for the performance of the Work embraced in this Contract, the Contractor agrees to accept as full compensation therefor, the following sums and prices for all Work covered by and included in the Contract award and designated above, payment thereof to be made in the manner provided by the City:

The Work included in this contract shall begin January 1, 2007. The contract shall be one year from date of executed contract, with option to renew for two (2) additional one year periods.

INSURANCE:

Within fourteen (14) calendar days after bid award, the successful bidder must execute a written contract.

Furnish evidence of insurance in accordance with the City of Lincoln, insurance requirements.

The Contract Documents comprise the Contract, and consist of the following:

1. The Instructions to Bidders
2. The Contract Agreements
3. The Specifications
 - a. General Conditions
 - b. General Specifications
4. Bidder's Proposal

These Contract Agreements, together with the other Contract Documents herein above mentioned, form this Contract, and they are as fully a part of the Contract as if hereto attached or herein repeated.

The Contractor and the City hereby agree that all the terms and conditions of this Contract shall by these presents be binding upon themselves, and their heirs, administrators, executors, legal and personal representatives, successors and assigns.

IN WITNESS WHEREOF, the Contractor and the City do hereby execute this contract on this _____
__ day of _____, 200__

EXECUTION BY CITY

ATTEST:

CITY OF LINCOLN, NEBRASKA

(SEAL)
City Clerk

By: _____
Mayor

Approved by Executive Order No. _____
dated _____, 200__.

EXECUTION BY CONTRACTOR

(Company Name)

(Address)

By: _____
(Signature)

(Printed Name)